

# **CITY OF HAMPTON**

## **PENINSULA INDUSTRIAL FINANCE CORPORATION**

### **REVOLVING LOAN FUND APPLICATION**

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(Name of Applicant)

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(Date Submitted)

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(Signature of Applicant's Representative)

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(Amount Requested)

**I. PROJECT APPLICANT (Proposed Owner of Project)**

A. Applicant's Legal Name: \_\_\_\_\_  
Street, City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Contact Person(s)/Title \_\_\_\_\_

Brief Description of Business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Business Organization:

S Corporation ☐ Partnership ☐  
C Corporation ☐ Sole Proprietorship ☐

Date and State of Incorporation: \_\_\_\_\_  
Federal Employer Identification Number: \_\_\_\_\_

Is applicant a subsidiary or direct or indirect affiliate of any other organization? ☐ Yes ☐ No

C. Management: All officers, directors and 20% owners of the applicant are listed below:

Name	Office Held/ Social Security #	Stock Ownership
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%

%

Name  
Home Address  
Telephone number

Office Held/  
Social Security #

Stock  
Ownership

%

%

- D. Does any individual person or organization not listed above hold 50% interest in the applicant, directly or indirectly? ☐ Yes ☐ No
- E. Have any of the persons listed above ever been charged with, or convicted of any criminal offenses, other than a minor motor vehicle violation? ☐ Yes ☐ No
- F. Has the applicant or management of applicant been informed of any current or on going investigation of the applicant with respect to possible violations of state or federal laws? ☐ Yes ☐ No
- G. Has the applicant or any person listed above been connected with, been in receivership, or adjudicated as bankrupt? ☐ Yes ☐ No
- H. Please list below each occupant of the facility to be financed, if a building, together with a description of the type of business use and percentage of occupancy of the facility to be financed.

Occupant

Type of Business

% Occupancy

## II. PROJECT REPRESENTATIVES

Applicant's Regular Bank/Branch: \_\_\_\_\_

Street, City, State, Zip

Telephone

Contact Person

Probable Lender for this Project: \_\_\_\_\_

Street, City, State, Zip

Telephone

Contact Person

Project Contractor: \_\_\_\_\_

Street, City, State, Zip

Telephone

Contact Person

Project Manager: \_\_\_\_\_

Street, City, State, Zip

Telephone

Contact Person

Legal Representative(s): \_\_\_\_\_

Street, City, State, Zip

Telephone

Contact Person

Accountant(s): \_\_\_\_\_

Street, City, State, Zip

Telephone

Contact Person

## III. PROJECT SUMMARY AND BUSINESS PLAN

- A. Brief narrative description of the project and business plan. (Attach excerpts of the business plan as appropriate):

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- B. Location of the Proposed Project: \_\_\_\_\_

Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

C. Buildings:

1. Does the project involve the acquisition of existing building(s)?

☐ Yes ☐ No

If Yes, please identify prior use, elaborate on proposed use, and identify whether property is under option:

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2. Does the project consist of additions or renovations to existing buildings?

☐ Yes ☐ No

If Yes, please summarize the nature of the improvements.

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3. Has any construction, rehabilitation, or renovation activity occurred to date which is included in the total project cost?

☐ Yes ☐ No

If Yes, please summarize the extent of the activity undertaken and identify what percent it represents of the total work to be done.

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4. Zoning and Infrastructure:

The proposed use of the project meets all governmental zoning and subdivision regulations.

☐ Yes ☐ No

There are adequate utilities, sewage and drainage available to the building, per City requirements.

☐ Yes ☐ No

There is adequate off-street parking to meet the needs of the business, per City requirements.

☐ Yes ☐ No

D. Equipment to be acquired for this project:

Description of Equipment

Value

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Please list or note if above equipment or other equipment is available as collateral for this project:

Description of Equipment

Value

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In addition to the above list, the following related costs will be incurred in the equipment installation stage of this project:

Description of Equipment & Installation

Value

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#### IV. SOURCES AND USES OF FUNDS

	Equity	Bank Name	PIFC Revolving Loan Program	Other	Total
Acquisition					
Renovation/ Rehabilitation					
Leasehold Improvements					
Machinery & Equipment					
Inventory					
Operating Capital					
Professional Fees, etc.					
Miscellaneous, other					
<b>TOTAL</b>					

#### V. ANTICIPATED BENEFITS TO THE CITY OF HAMPTON

- A. Identify how the project will expand or diversify employment opportunities and otherwise encourage economic development in Hampton.

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- B. Summarize how future job vacancies will be filled. Also indicate how potential employees will be identified (i.e., Virginia Employment Commission, Job Training Services, Project Trade, and other job referral services).

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- C. Identify efforts in hiring long-term unemployed, and/or displaced defense workers.

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D. Employment Impact

Indicate below the number of people presently employed at the site of the project and number that will be employed at the site at the end of the first and second years after the project has been completed (do not include construction workers):

EMPLOYMENT BY CATEGORY

<u>Job Classification</u>	<u>FULL-TIME EQUIVALENTS</u>		
	<u>On Site at Present</u>	<u>First Year</u>	<u>Second Year</u>
Officers/Owners	_____	_____	_____
Professional//Managerial	_____	_____	_____
Technical	_____	_____	_____
Clerical	_____	_____	_____
Sales	_____	_____	_____
Production/ Manufacturing	_____	_____	_____
Other Service Jobs	_____	_____	_____
 TOTALS	 _____	 _____	 _____

Is seasonal or part-time employment utilized? ☐ Yes ☐ No

BREAKDOWN OF NEW JOBS

<u># of New Jobs</u>	<u>Avg. Salary Per Stated Period</u>	<u>Job Title</u>	<u>Experience or Skill Level Required</u>
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**E. Fiscal Impact Statement and Tax Benefits**

1. Estimated amount of sales or use tax revenue per annum derived from the project to be financed (includes gasoline tax) \$ \_\_\_\_\_
2. Estimated amount of business or license tax revenue per annum derived from the project to be financed \$ \_\_\_\_\_
3. Estimated amount of unemployment compensation tax per annum derived from the project to be financed \$ \_\_\_\_\_
4. Current estimate of real property, business equipment, and machinery and tools taxes per year using present tax rates. RE\$ \_\_\_\_\_  
BE\$ \_\_\_\_\_  
MT\$ \_\_\_\_\_
5. Estimated annual sales figure of goods and/or services produced and/or sold by the business. \$ \_\_\_\_\_
6. Estimated dollar value per year of goods and services that will be purchased in the City of Hampton for the operation of the business. \$ \_\_\_\_\_
7. Current average annual salary per regular employee actively engaged in the operation of the business. \$ \_\_\_\_\_
8. Maximum amount of financing sought. \$ \_\_\_\_\_

**VI. TOP MANAGEMENT TEAM**

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Street, City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Street, City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Street, City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_

**VII. Required Attachments to Application**

- A. Non-refundable Application fee of \$100.

- B. Current Business Financial Statements for the applicant's three most recent fiscal years, where applicable.
- C. Most recent interim financial statements of the business applicant, if applicable.
- D. Three-year projected pro forma income statements and cash flow statements. Pro formas should be broken down on a monthly basis for a minimum of the first year or six months beyond the breakeven point and annually thereafter.
- E. Such non-financial information or supporting information necessary to substantiate the application, including, but not limited to:  
  
Estimates, quotations, receipts, contracts, orders, invoices, leases, sales agreements, documentation from architects, engineers, contractors, suppliers, or others involved in the sale, lease or construction of fixed assets, if any, for applicant's project including schedules of implementation.
- F. Current personal financial statements of principals.
- G. Resumes of principals and top management.
- H. Completed Assurance of Compliance with Civil Rights and Other Legal Requirements, Certificate of Non-Relocation, and Environmental Checklist.

## **PUBLIC INFORMATION DISCLOSURE**

The undersigned understands and agrees that all information furnished in connection with his application for a Peninsula Industrial Finance Corporation (PIFC) revolving loan involves the use of public funds and as such may be made public pursuant to the statutes of the United States of America and the Commonwealth of Virginia.

pplicant's Signature

Applicant's Signature

Applicant's Signature

## **VERIFICATION OF FINANCIAL FEASIBILITY**

The undersigned authorizes the City of Hampton and/or its designee to verify all information furnished in connection with the application for a loan through the Peninsula Industrial Finance Corporation (PIFC Revolving Loan) program. The information that may be verified includes, but is not limited to, the following: employment, pensions, mortgages, deposits, and any other income; personal or business loans; hazard insurance; and further, to obtain a credit report.

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Applicant's Signature

Applicant's Signature